

PROCEDURES AND REQUIREMENTS FOR SETTING UP AND RUNNING 'DEPARTMENT POSITIONS REPORT'

REQUIREMENTS:

1. PeopleSoft access
2. Internet Explorer
3. Printer

PROCEDURE:

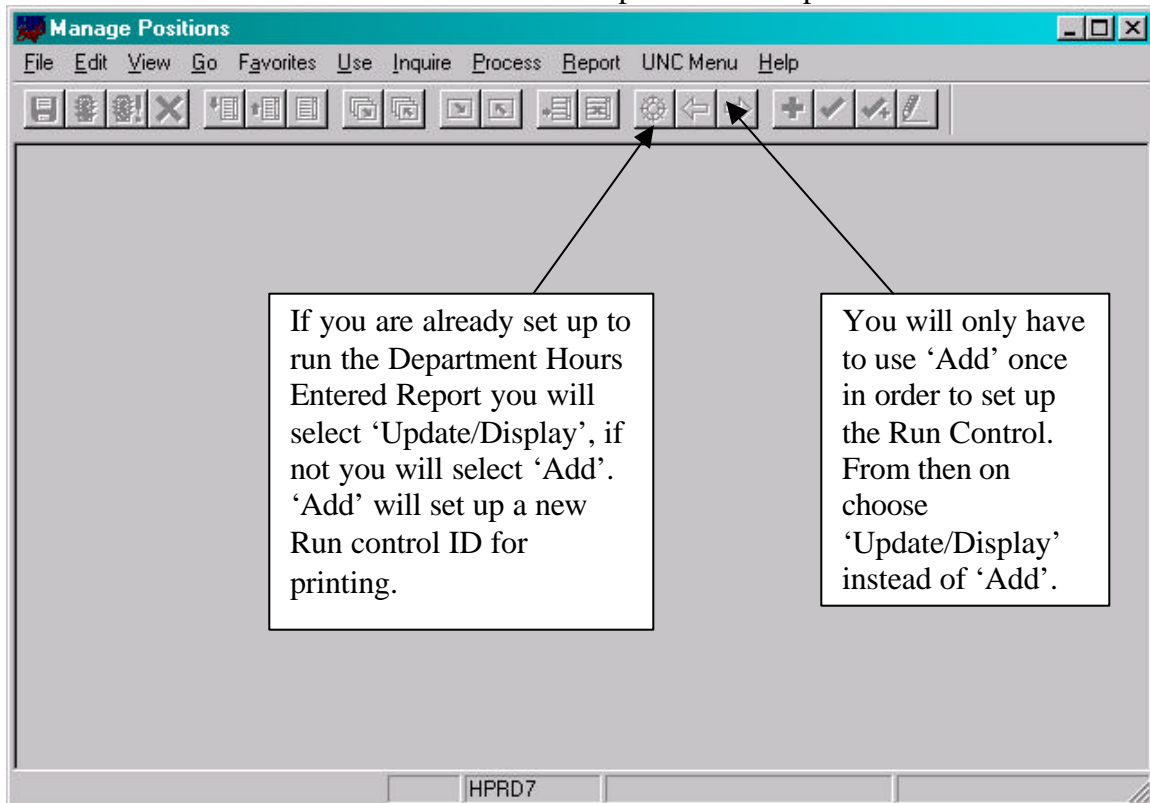
1. Open PeopleSoft:
Go

Develop Workforce

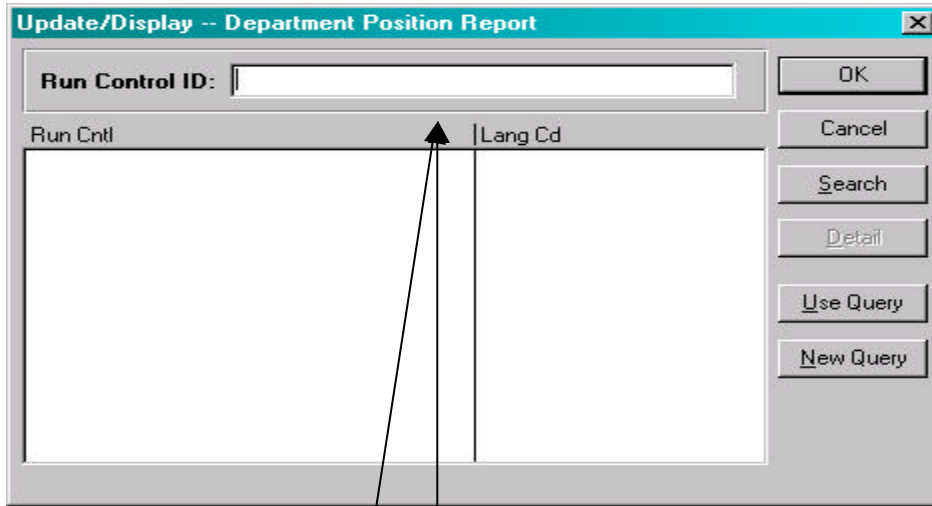
Manage Position

UNC Menu

Dept Postions Report



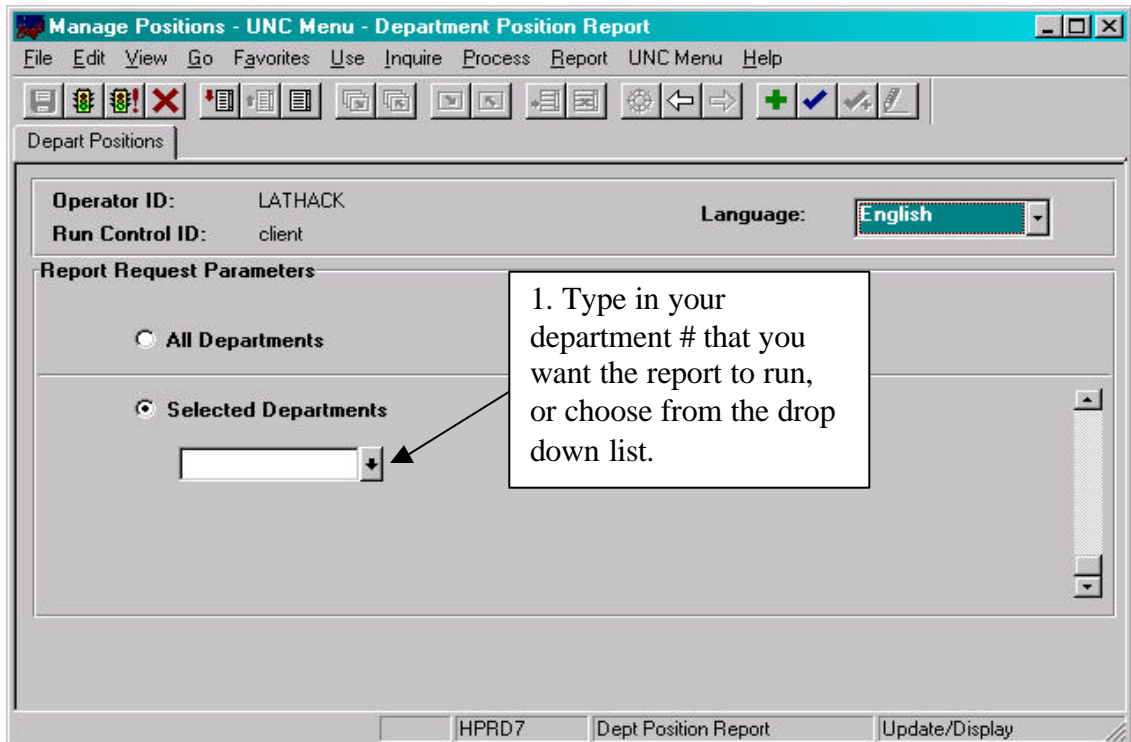
A screen will appear showing this box:



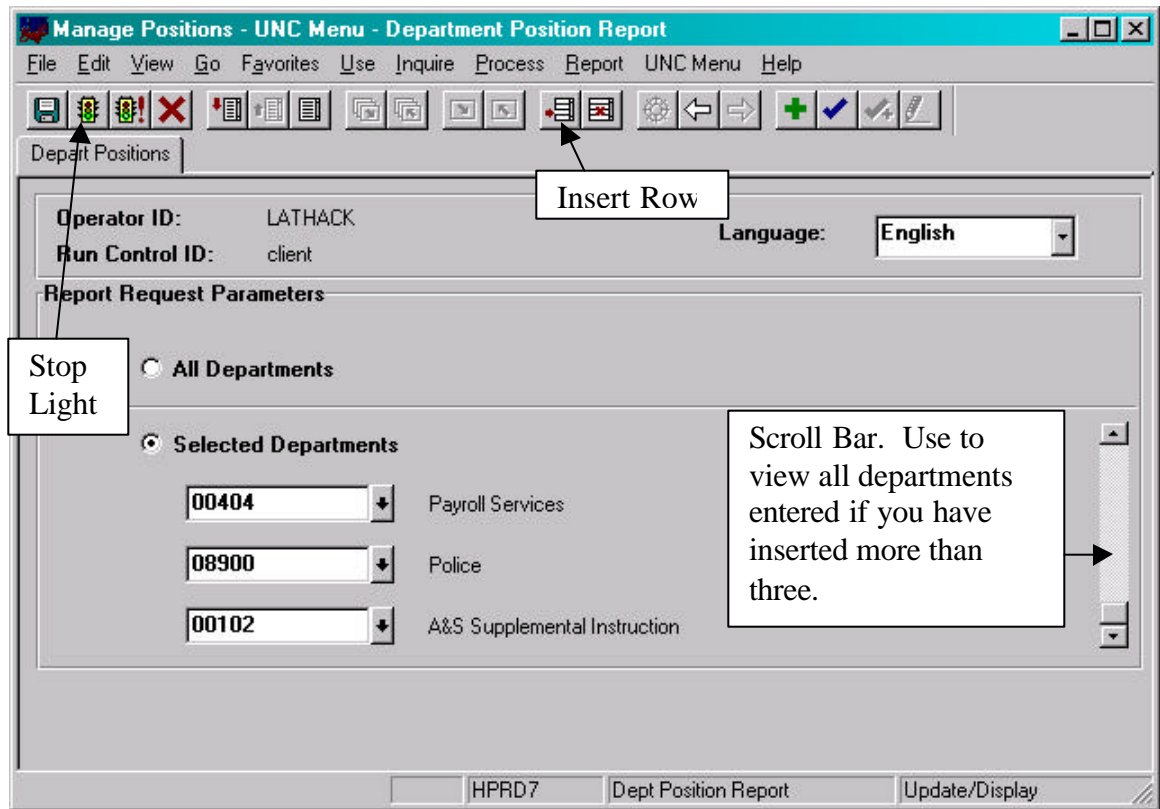
Type in a name that will identify your process. There can be no spaces in the word you type. We suggest 'Server' or 'PsnRpt'.

Then hit the OK button. The next time you access this report and get to this screen, leave the Run Control ID Blank and click OK. It will give you a list of the run controls you have already set up. You will select the one you want to use.

Follow the numbered steps for this screen:



If you need reports for more than one department click inside the scroll bar with your cursor. This will highlight the 'insert row' button. Click on that button. A row will be inserted in the department list. Another box will appear and you may add another department number.



You may continue to insert rows and add departments until you have all the departments you need. Please note that your screen will show only three rows at a time and you will need to use your scroll bar to view all the departments that you have added if more than three.

To run the requested report click on the first STOPLIGHT.

You will get this screen.

Click on the 'LPT1' radio button. The settings on the right side of the screen should then default to the settings shown below.

Click OK.

The screenshot shows the 'Process Scheduler Request' dialog box. It has several sections: 'Operator ID' and 'Run Control ID' (server); 'Run Location' with 'Client' selected; 'Output Destination' with 'Printer' selected and 'File/Printer' set to 'LPT1'; 'Run Date/Time' set to 10/03/2001 at 12:18:00 PM; and 'Run Recurrence' set to 'Once'. A callout box labeled 'Radio Button' points to the 'Client' radio button. Another callout box points to the 'LPT1' text in the 'File/Printer' field, containing the text: 'Under 'File/Printer' your local printer that you use (LPT1) should be listed'. At the bottom, there is a table with one row of data.

Description	Name	Process Type Descr
Department Positions Report	UNCPOS01	SQR Report

The screen will change back to the screen shown before the one above.